

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED]

DATE: 8 November 1948

FROM : Transportation Division

SUBJECT: Monthly Report of Transportation Division Activities - October 1948

The following report covering activities of the Transportation Division during the month of October is submitted pursuant to your request.

1. Status of personnel:

- (a) T/O as of 1 October 1948 - 58 positions
- (b) Total number actually on duty by sections

Office of Chief	2
Shipping Section	2
Motor Pool	48

(c) Number of personnel interviewed for whom actions have been initiated:

Motor Pool (Chauffeurs)	4
" " (Dispatcher)	1
" " (Truck Drivers)	2

Above indicates seven pending actions of which two (chauffeurs) are excess over our T/O, but of the four we can be reasonably sure that two will not clear security if past experiences are taken into consideration.

During the month we had two chauffeurs enter on duty, one being, 25X1A9a
[REDACTED] on a transfer, while we had one resignation, Mr. [REDACTED]
25X1A9a Dispatcher. A personnel action was initiated for [REDACTED] to
25X1A9a fill the Dispatchers slot.

The Motor Pool continues to operate satisfactorily since the re-assignment of vehicles and the establishment of the revised shuttle schedule in accordance with Administrative Instruction No. 40-20, dated 30 August 1948.

2. Truck Operations

The following truck operations were performed during the month:

- 13 trips to New York
- 1 trip to Norfolk
- 308 local hauls in and around Washington

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3. The following is a report of the activities of the [REDACTED] Garage and the Que Bldg. Motor Pool.

(a) [REDACTED] Garage

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Repair Jobs	12
Labor	\$106.50
Parts	\$ 82.97
Repair Jobs performed outside	16
Labor	\$164.50
	\$343.39
Maintenance Work	
Cars Washed	86
Cars Lubricated	25
Other Service Jobs	208
Labor	\$ 2081.10
Parts	\$ 704.71

The total value of labor performed in the garage during the month was \$2187.60. This work was performed by personnel with salaries totaling \$1362.36 indicating a saving of \$ 825.24.

(b) Que Building Motor Pool

1055 - Total Trips made
 50.2 - Average number trips per day
 9105 - Total miles operated
 433.5 - Average miles per day
 8.6 - Average miles per trip
 45.0 - Average time per trip
 9.9 - Average number of cars in pool per day

The weekly reports submitted to me by the Motor Pool indicated a total of only four (4) requests for pool service which were delayed while there were no requests refused due to lack of drivers. This is a good record in view of the volume of work performed. I am showing below a comparison of total trips, total miles operated and average miles per day for the past three months.

	<u>TOTAL TRIPS</u>	<u>TOTAL MILES</u>	<u>AVERAGE MILES PER DAY</u>
August	730	5811	264.1
September	993	7699	366.6
October	1055	9105	433.5

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4. Following is a report of passengers carried in the shuttle service operating between CIA Buildings and the Pentagon:

2604 - Total passengers carried

124 - Average numbers of passengers per day

5. Forty-four (44) passenger carrying vehicles operated a total of 30,919 miles during the month while twenty-five (25) trucks operated a total of 11,532 miles.

6. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	-	30
Airline Reservations	-	35
Hotel Reservations	-	2
Fare Quotations	-	203
Persons processed Overseas	-	5
Transportation Requests	-	120


Chief, Transportation Division

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